

Kevin Reed  
KIN 854  
Assignment #3

### Risk Management Game Plan

#### **August:**

- Create Emergency Action Plan (EAP)
- Coordinate meetings with all personnel (security, transportation department, medical staff, and facility managers) to go over EAP and complete risk management agenda (include details regarding emergency action plan, contact numbers, and literature)
- Form a school safety advisory group. This group should include an administrative member, athletic trainer, teacher, various coaches, maintenance supervisor, parent, principal, and business manager (focus should be the maintaining and improving student's safety)
- Check all sport coaches credentials
- Have meetings and training for all coaches (meeting should include discussion on EAP, legal issues, and CPR training if needed)
- Complete facility inspection for indoor and outdoor areas used by sports teams
- Host a parent's night meeting to discuss student athlete physical forms, proof of insurance forms for athletes, and any potential concerns the parents are having for the upcoming season

#### **September:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personnel regarding the risk management agenda

**October:**

- Continue to monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personnel regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming sport season

**November:**

- Continue to monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personnel regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming sport season
- Begin preseason check list for winter sports as you did in fall
- Coordinate meetings with all current personnel (security, transportation department, medical staff, and facility managers) do go over EAP and complete risk management agenda (include details regarding emergency action plan, contact numbers, and literature)
- Have meetings and training for winter sport coaches. This meeting should include discussion on EAP, legal issues, and CPR training if needed
- Complete facility inspection for in door and out areas used by winter sports teams
- Parents night, discuss student athlete physical forms and proof if insurance forms for athletes
- Complete facility inspection for areas used by winter sports teams (inspection should include all spectator areas as well)

**December:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personal regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming sport season
- Discuss winter break schedule with training staff, maintenance staff, transportation for holiday tournaments, and coaches to make sure they have adequate supervision and facilities are maintained

**January:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personal regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming sport season.

**February:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personal regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming sport season.
- Begin preseason check list for spring sports as you did for both fall and winter.
- Coordinate meetings with all personnel (security, transportation department, medical staff, and facility managers) do go over EAP and complete risk management agenda. Include details regarding emergency action plan, contact numbers, and literature.

- Have meetings and training for spring sport coaches. This meeting should include discussion on EAP, legal issues, and CPR training if needed.
- Complete facility inspection for in door and out areas used by winter sports teams
- Parents night, discuss student athlete physical forms, and proof if insurance forms for athletes

#### **March:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personal regarding the risk management agenda
- Meet with advisory board to discuss any concerns for current and upcoming sport season. At this time coordinate with maintenance schedule for outdoor facility fertilizer or pesticide treatments. Discuss condition of grounds and discuss improvements that might be needed.
- Evaluate spring sport facilities. Check condition of outdoor areas, look for winter damage, potholes, condition of grass, and spectator areas.
- Discuss spring break schedule with training staff, maintenance staff, transportation, and coaches to make sure there is adequate supervision for the students and facilities are maintained.

#### **April:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personal regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming sport season.

**May:**

- Monitor sports facilities
- Maintain communication with coaches, trainers, security personnel, and maintenance personnel regarding the risk management agenda
- Make necessary modifications to improve safety if needed
- Meet with advisory board to discuss any concerns for current and upcoming off season (discuss proposed plans for projects and other ideas from advisory board)
- Begin planning for next year
- Equipment review, thoroughly check equipment for needed refurbishment and also create budget for new equipment that's needed.
- Begin filing records

**June:**

- Review school year from a risk management point of view
- Meet with advisory board to plan next school year, improvements that need to be made to risk management plan (RMP), review accident reports, discuss how incidences may have been prevented, update safety checklist, update RMP, and training schedule if needed.

**July:**

- Continue to educate yourself on your athletic director responsibilities
- Encourage coaches, security, and training staff to attend off-season training, clinics, and workshops when available
- Monitor projects that may be going on
- Review and complete risk management plan for the upcoming school year and sport seasons